

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION  
SUPERIOR COURT**

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<b>CLASS TITLE:</b>	<b>DRUG COURT COORDINATOR</b>
<b>DEPARTMENT:</b>	<b>SUPERIOR COURT</b>
<b>REPORTS TO:</b>	<b>ASSISTANT COURT ADMINISTRATIVE OFFICER</b>

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<b>CLASS CODE: 877246</b>
<b>FLSA STATUS: E</b>
<b>DATE: 10/99</b>

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Primary responsibility is to plan, organize and direct the operations, activities and staff of the Mendocino County Drug Court Adult and Juvenile Divisions; work consists of professional and supervisory duties.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Plans, directs, coordinates, organizes, supervises and evaluates the operations, functions and personnel of the Drug Court.

Plans and implements short-term or annual goals, objectives, and strategies for the division to ensure efficient organization and completion of work.

Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Develops, communicates, and monitors policies, procedures, and standards for the division; recommends and implements improvement when necessary.

Provides information, advice, feedback, or assistance to others within the division to refine work outputs or resolve problems.

Ensures that quality standards and compliance with regulations are maintained.

Consults with the Drug Court judge and management team on various organizational and managerial issues.

Coordinates and monitors budget and expenditures for the Drug Court.

Prepares quarterly reports for presentation to the Drug Court judge and management team and/or other reports as needed.

Works with the judge and management team on the Drug Court activities monitoring system; maintains records needed to evaluate the effectiveness of the Drug Court.

Identifies and pursues possible funding sources and in-kind contributions in accordance with preparation and submission of grant proposals; plans and prepares budgetary estimates and justifications.

Meets and confers with Judge, Court Administrator and/or Assistant Court Administrator as needed.

Ensures that Drug Court information is available in the Courthouse Law Library.

Prepares agendas for Chairs and writes minutes for operations and management team meetings.

Maintains communication and coordinates with various service providers, community agencies and/or other related parties including general public relations efforts/activities throughout the County.

Develops and conducts training sessions and/or presentations related to Drug Court programs or activities.

Serves as Drug Court case manager as needed.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment                      Computer                      Calculator

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in human services, business administration, public administration or a related field; and,

Four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Criminal justice system, including Drug Court operations, policies and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities.

Methods and techniques of research, statistical analysis and report presentation.

Budgetary principles and practices.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Analyzing and resolving office administrative situations and problems.

Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to write reports, correspondence and procedure manuals.

Ability to speak effectively before groups and respond to questions.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand, walk and lift and/or move up to 10 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.